

PERMIT ADJUSTMENT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF

FILE NUMBER AD		RECEIPT # _____
PROPERTY LOCATION/ ADDRESS		DATE _____
QUAD #	ZONING	AMOUNT _____
PD ZONING FILE #	PERMIT FILE#	BY _____
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		DATE _____ BY _____
SUBJECT TO CONDITIONS	_____ _____ _____	

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

PROPERTY LOCATION/ ADDRESS
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>
DESCRIPTION OF THE PROPOSED MINOR CHANGE <i>(Approval is limited to description contained herein)</i>

SIGNATURE OF PROPERTY OWNER REQUIRED

Check One:

- ☐ I hereby certify that a Homeowner's Association/Architectural Review Committee does exist and have reviewed this project. Please include a copy of their letter and comments with the application.
- ☐ I hereby certify that a Homeowner's Association does not exist to comment on the requested change to my property.

PRINT NAME OF PROPERTY OWNER	DAYTIME TELEPHONE # ()
ADDRESS	CITY STATE ZIP CODE
REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER	DATE

CONTACT PERSON

PRINT NAME/COMPANY		
ADDRESS	CITY	STATE ZIP CODE
PHONE # ()	FAX # ()	E-MAIL ADDRESS

Permit Adjustments, including sign permits, are processed in the Planning Divisions, Room 400, from 9:00 a.m. to 11:30 a.m. on Monday, Wednesday and Friday, 10:00 a.m. to 11:30 a.m. on Tuesday and Thursday, and 1:00 p.m. to 4:30 p.m. Monday thru Friday and in the Building Division, Room 200, from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday.

Please complete the FRONT Sheet of this application and provide the following.
Incomplete Application will NOT be accepted.

- ☐ **FILING FEE** \$262. Checks are made payable to the "City of San Jose".
\$524 for each adjustment after the 1st to process simultaneously
\$110 per hour for consultation regarding review of a proposal regarding prior to filing the application.
- ☐ **ASSESSOR'S PARCEL MAP** marked with the project location.
- ☐ **PHOTOGRAPHS** of existing building or subject area.
- ☐ **FOUR (4) COPIES** of the development plans that include:
- a. A **site plan* drawn to scale** showing the location of the proposed changes on the subject property, and
 - b. A **drawing to scale** of the proposed change (elevations, floor plans, construction, details, as appropriate).
- *A **Site Plan** should contain the following basic information:
- Dimensions of subject property, lot lines, and existing and proposed driveways.
 - Streets adjoining the subject property.
 - Existing and proposed buildings and structures, including proposed building removal.
 - Dimensions of existing and proposed setbacks.
 - Existing and proposed off-street parking, loading, landscape and circulation areas.
 - Existing trees to be removed. Include circumference of tree at 2 feet above ground level as well as distances from existing and proposed structures and/or trees on the site.
- ☐ A **LETTER** from the **Homeowner's Association/Architectural Review Committee** commenting specifically on the plans it reviewed.